

# Position Vacancy Announcement



U.S. Consulate General Merida

**NO:** 14/06

**OPEN TO:** Eligible Family Member (EFM), Member of Household (MOH) and US Citizens.

**POSITION:** Security Escort Maintenance-Special Project Coord. FP-BB/FSN-3

**OPENING DATE:** October 17, 2014.

**CLOSING DATE:** Until filled

**WORKING HOURS:** WAE (When actually employed). Not to exceed 1040 hours per year.

**SALARY:** EFM's and MOH's: FP-BB Salary \$10.57 US per hour worked.

US Citizen Ordinarily Resident (OR) (2 year contract): If the salary per hour is less than the US minimum wage, then it will be matched to it.

(Note: All ordinarily resident applicants (Appendix A) must have the required work permit and/or must have the appropriate residency permit to be eligible for consideration.)

\*Eligible Family Members and Members of Household must have at least one year remaining to their tour of duty to apply for this job.\*

The U.S. Consulate General Merida is seeking an individual for the position of Security Escort Maintenance-Special Project Coordinator.

## **BASIC FUNCTION OF POSITION**

The incumbent provides secure escort for maintenance and contract workers to restricted areas in and around the Consulate compound; under the direction of the Management Officer, closely monitors the activities of all workers; coordinates with relevant offices regarding the scheduling of escorted maintenance work and obtains the required clearances; maintains log of security escort activity and prepares reports. Incumbent carries out special projects for the Management section such as COLA and housing market surveys.

A copy of the complete position description listing all duties and responsibilities is available at:  
[http://photos.state.gov/libraries/merida/231771/PDFs/PD-312805-97998201-Security Escort Maintenance-Special Project Coord-2013.pdf](http://photos.state.gov/libraries/merida/231771/PDFs/PD-312805-97998201-Security%20Escort%20Maintenance-Special%20Project%20Coord-2013.pdf)

## **QUALIFICATIONS**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

-Required education: Completion of High school is required.

-Required experience: One year of prior work experience in progressively responsible office management duties.

-Language requirements: English Level III (Good working knowledge) speaking/reading required.

-Knowledge: Must have general administrative/clerical experience and demonstrate good interpersonal skills.

-Abilities and skills: Ability to observe for long periods of time ensuring security of the Consulate. Flexibility in working extended hours, availability for weekend work; ability to stand without sitting for long periods of time. Willing to work outside in adverse weather conditions for long periods of time. Patience (escort duties require long watches with no interruptions). Available to perform escort duties for a period of at least 3 months. Incumbent must have ability to climb vertical and extension ladders as required.

## **SELECTION CRITERIA AND CONDITIONS OF EMPLOYMENT**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Ability to obtain and maintain a SECRET clearance.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed U. S. Citizen EFM's who are employed under a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar day of their employment.
5. Currently employed Not Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment

### **TO APPLY:**

Interested applicants for this position must submit the following to be considered:

1) Universal Application for Employment (UAE) DS-174 form <http://photos.state.gov/libraries/merida/231771/PDFs/DS-0174.pdf> **plus** any other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 1.

2) Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

3) **Non-native English speakers: TOEIC or TOEFL** English test score is required (Valid for two (2) years) from the following institutions: Berlitz (<http://www.berlitzmerida.com>); Benjamin Franklin (<http://www.benjaminfranklin.com.mx/>) or Harmon Hall (<http://www.harmonhall.com/>).

-The scores for Level III (Fluent) are: (TOEFL IBT 76+ or TOEFL ITP/PBT 540+ or TOEIC PBT 650+)

-Applicants who have completed a University degree in the United States or any other English speaking country will be exempt from taking the ENGLISH TEST.

**Note: Any costs for travel or test fees are the applicant's responsibility.**

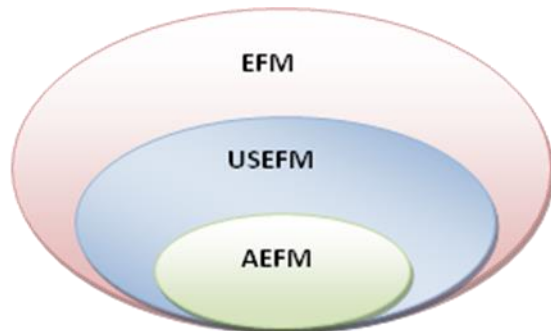
SUBMIT APPLICATION TO: [MeridaHR@state.gov](mailto:MeridaHR@state.gov) (Please include position name in subject line of e-mail-**Security Escort Maintenance-Special Project Coord.**) **Please note that hard copies are not accepted.**

Please check the U.S. Consulate General Merida website (<http://merida.usconsulate.gov>) or U.S. Embassy web site ([www.usembassy-mexico.gov](http://www.usembassy-mexico.gov)) for future vacancy announcements.

The US Mission in Mexico provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## DEFINITIONS:



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

**1. Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**2. US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**3. Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment

for purposes of Mission employment:

- *Is a* U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is* listed on the travel orders *or approved Form DS-0174, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and
- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

**4. Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

**5. Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**6. Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).